

**APPLICATION MANUAL
FOR
ALTERNATIVE FUELS INFRASTRUCTURE
PROGRAM**



CALIFORNIA ENERGY COMMISSION

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This manual provides answers to commonly asked questions about the Energy Commission's Alternative Fuels Infrastructure Program (Part I). The application, forms, and instructions for requesting funding are included in Part II.

Introduction:

The California Energy Commission is making up to \$2.5 million available through its Alternative Fuels Infrastructure Program to support non-petroleum alternative fuel infrastructure projects throughout California. This grant funding is made available to public agencies and qualified private entities that partner with and assist public agencies to establish alternative fuel dispensing facilities.

The Federal Energy Policy Act of 1992 (EPAAct) defines an alternative fuel as any fuel that is substantially non-petroleum and yields energy security and environmental benefits.

The Budget Act of FY2000-2001 allocated \$6 million to be used to assist public agencies to establish an infrastructure for dispensing alternative motor vehicle fuels. This is the final solicitation for this budget allocation.

Part I: Commonly Asked Questions about the Alternative Fuels Infrastructure Program

What are the program's purpose and goals?

The goal of this program is to provide cost-share funds to assist public agencies to establish alternative fuel dispensing facility projects in California. This funding is designed to offset capital investment costs, resulting in conveniently located and competitively priced alternative fuels. Furthermore, these projects will provide applicants and other alternative fuel vehicle operators experience and knowledge of alternative fuel storage and dispensing systems. Program participants include state and local governments, as well as automobile manufacturers, alternative fuel suppliers, storage and equipment component manufacturers, and consumers.

Who can apply?

Applicants must be either public agencies or private entities. However, private entities must partner with public agencies that will own, operate, or be a primary user of the AFV fueling facility.

Public agencies include cities, counties, school districts, special districts, universities, colleges, federal and state agencies.

*Written documentation **must** be provided in the form of a letter of commitment from the public agency or agencies that partner with and assist stating that the public agency is satisfied with the fueling facility as proposed and that it meets their needs.*

Private entities include individuals and organizations engaged in alternative fuels and related activities, such as, but not limited to: private fleet owners, infrastructure equipment manufacturers, automobile manufacturers, fuel suppliers, storage and equipment component manufacturers, and consumers.

What projects are eligible for funding?

Projects to assist public agencies to establish alternative fuel dispensing facilities in California are eligible. Grant funds can only be requested for storage and dispensing and/or electronic point-of-sale (EPOS) equipment at designated fueling facilities. Funding for EPOS equipment shall have universal capability (i.e., it must accept Voyager, Visa, Mastercard, and other proprietary cards where applicable) where cross fueling is not an issue and where the general public may fuel where it is practical.

Eligible fuels are all non-petroleum-based fuels including, but not limited to natural gas, LPG, and alcohol fuels. Electric vehicle infrastructure will not be funded through this Program Opportunity Notice. Electric vehicle infrastructure funding is available through the Electric Vehicle Infrastructure Incentive Program.

Applicants that receive infrastructure funds from the California Air Resources Board's Lower Emission School Bus Program will not be eligible for Energy Commission alternative fuel infrastructure funding.

How much financial assistance is available?

Up to \$2.5 million from the FY 2000-2001 Budget Act in grant funding is available for projects in this solicitation. The requested funding per project shall not exceed \$250,000.

The Energy Commission will determine the amount of funding to be awarded to each qualifying applicant based on the Fuels and Transportation Committee's recommendation. The Energy Commission may partially fund any or all qualifying applicants or deny funding to one or more of the lower ranked qualifying applicants. All grant awards are subject to approval by the full Energy Commission at a Business Meeting. Energy Commission funding must be used for infrastructure equipment components only.

How and when will funds be distributed?

Energy Commission funds are paid on a reimbursement basis. The Energy Commission will retain ten (10) percent of any payment request or ten (10) percent of the total Energy Commission award until the project is fully operational. These retained funds will be released when the Energy Commission Project Manager is satisfied that the terms of the funding agreement have been fulfilled.

Can these funds be used to fund existing projects?

Grant funds may not be used to supplant previously budgeted funds for the project, whether they are recipient funds or funding from other grants.

Can the funding from this Program Opportunity Notice be used to upgrade an existing facility?

This funding is to be used for new facilities.

Can a contractor, such as a trash hauler that is contracted with a public agency be eligible for funding?

Yes. You must provide documentation, such as a copy of the contract between the trash hauler and the public agency, as well as a letter of commitment from the public agency stating that the trash hauler is performing on behalf of the public agency. You must also provide a detailed explanation and quantification on how the Energy Commission's grant award will reduced fuel cost for the public agency over a three-year term.

What type of reporting is required by grant recipients?

All funding recipients must submit reimbursement requests, written quarterly progress reports, and a final report.

How is confidential information treated?

No submittal of confidential information will be accepted.

All applications submitted to the Energy Commission will become public documents once project selections are made. Please do not include any confidential information in your application. No confidential filings of any kind will be accepted. Any material in an application that is marked confidential will be automatically disregarded and returned to the applicant. The application will be evaluated without the confidential information.

What level of Cost-share/In-kind services will the applicant need to contribute to the project?

The level of required cost share is based upon the amount of grant funds requested (See table below). The cost share shall be based upon cash expenditures, (i.e. land/lease, equipment, engineering, permits, installation, etc.). In-kind services shall not exceed 10 percent of the cost share.

Amount Requested

\$1 - \$50,000

\$50,001 - \$125,000

\$125,001 - \$250,000

Minimum Cost Share

25 percent of project cost

50 percent of project cost

70 percent of project cost

Cost share must be expended during the term of the grant. Work completed prior to Commission approval of the grant award cannot count as cost share. The project cost must be documented

with each team member's contributions itemized. Each member's contribution must be clearly stated in a letter of commitment.

What are the application, award, and project start dates?

The schedule for this solicitation is as follows:

Application Package Available	September 10, 2001
PON Applicant Conference	September 18, 21, 2001*
Deadline for Questions	September 28, 2001
Questions and Responses Mailed	October 5, 2001
Final Applications Due by 5:00 PM	October 26, 2001
Committee Approval of Recommended Projects	November 2001

* Tuesday, September 18, 2001
California Energy Commission
1516 Ninth Street
Hearing Room B
Sacramento, CA 95814
1:30 p.m. – 3:30 p.m.

* Friday, September 21, 2001
South Coast Air Quality
Management District
21865 E. Copley Drive
Diamond Bar, CA 91765
10:00 a.m. - 12:00 noon

Project start date will begin on or after the Energy Commission's Business Meeting. Any preliminary work not being funded by the Energy Commission can commence prior to the start date. The Energy Commission will only pay for alternative fuels infrastructure equipment. This equipment cost cannot be incurred prior to the signing of the agreement between the Energy Commission and the approved applicant.

How do I apply, and how are applications processed?

All applicants must submit an application with all the required exhibits. The evaluation committee will score only those applications that meet the minimum requirements and eligibility criteria and submit an application by the deadline. The deadline for final applications is October 26, 2001 at 5:00 p.m.

When preparing your application, please review the procedures and evaluation criteria on pages 8-16 and include all information necessary to review the application. These criteria will be the basis for approving or denying funding for the proposed project. Multiple projects cannot be proposed in a single application.

Applicants must reference any necessary supporting documents in the appropriate application section and append these documents immediately behind the applicable section of the application. Send one signed original and ten (10) copies of your final application and all supporting documents, on or before October 26, 2001, to:

California Energy Commission
Alternative Fuels Infrastructure Program
Grants and Loans Office, MS-1
1516 9th Street
Sacramento, CA 95814

Applications will be rejected if they are not received by 5:00 p.m., October 26, 2001 at the above address, and if the application does not include at least one (1)-signed original and ten (10) copies of the project application.

*All applications must contain Sections "A through D". Exhibit D (Certification) for both public and private entities must be submitted with the authorized representative's signature. Submitted applications that do not contain all of the above information will be rejected. For public entities, Exhibit E must be submitted either as part of the application or prior to execution of the grant documents. For private entities Exhibit F must be submitted either as part of the application or prior to execution of the grant documents. **No faxed or e-mailed copies will be accepted.***

Applications will be processed as follows:

1. **Complete Application** - Energy Commission staff will initially screen your application for eligibility and completeness and the Energy Commission staff will return ineligible and/or incomplete applications with a letter of explanation.
2. **Scoring** - An evaluation committee, using the scoring criteria and Evaluation Criteria Worksheet, Exhibit C, will evaluate and score each eligible application. Final Evaluation Committee scores will be averaged resulting in a final score for each eligible application. For an application to be considered for funding, it must receive a minimum score of 140 out of 200 points. Applications receiving 140 points or higher will be ranked from highest to lowest score.

Applicants should describe how their project would fully address the issues identified in the scoring criteria for their project, as the application cannot be changed after the application due dates.

Interviews and/or site visits may be requested to clarify those applications that meet the minimum requirements. If the evaluation committee conducts interviews, they may re-score the application based on the interviews, and the scores will be final at that time.

The Energy Commission will determine the amount of funding to be awarded to each qualifying applicant based on the Fuels and Transportation Committee's recommendation. The Energy Commission may partially fund any or all-qualifying

applicants or deny funding to one or more of the lower-ranked qualifying applicants. (All grant awards must be approved at an Energy Commission Business Meeting.)

3. **Energy Commission Fuels and Transportation Committee Recommendation** - The Energy Commission Fuels and Transportation Policy Committee will consider all applications receiving a passing score from the evaluation committee and will recommend applications for funding to the Energy Commission's Business Meeting. Unsuccessful applicants may request a debriefing, provided that a written request is submitted within 30 days of notification.

4. **Grant Agreement** - After a project application is approved at an Energy Commission Business Meeting, a grant agreement will be developed for both the funding recipient and the Energy Commission to sign. This agreement defines the work to be completed, deliverables, schedule, budget, and the rights and obligations of the applicant and the Energy Commission.

Application Cancellation

The Energy Commission or Fuels and Transportation Committee reserves the right to do any of the following:

1. Cancel the PON
2. Modify the PON and/or this application as needed
3. Reject any or all applications received in response to the PON

When can project work begin?

Generally, project work cannot begin until both the successful applicant and the Energy Commission have signed the grant agreement. If the recipient must begin work prior to signing the grant agreement, the Energy Commission Project Manager may allow work to begin, but only after the Energy Commission Business Meeting date at which the project was approved. Authorization to begin work prior to grant agreement execution must be given in writing by the Energy Commission Project Manager and prior to the recipient incurring expenditures for which applicant is seeking Energy Commission reimbursement.

Part II: The Application Instructions and Forms

Introduction

Part I of this application manual explains the process for requesting grant funding from the Energy Commission's Alternative Fuels Infrastructure Program and provides other useful information. Read this information carefully before completing the application. Part II contains application instructions and forms.

Section A: General Information

ALL APPLICANTS must complete Section A of the application. Section A asks for a brief, single-page overview of the project. This form also asks for basic contact information to facilitate communications between the Energy Commission and applicants.

Section A
California Energy Commission
Alternative Fuel Infrastructure Program

APPLICATION

Form must be filled out completely

Full Legal Name of Applicant : _____		
Years in Business Under Current Name: _____		
California Tax ID Number: _____		Year First Established: _____
Contact Name:		Title:
Street Address:		
City:	State:	Zip Code:
Phone:()	Fax: ()	E-mail:
Type of Organization or Business (Check one) <input type="checkbox"/> Local Government <input type="checkbox"/> Other Public Agency <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Air District <input type="checkbox"/> Special District <input type="checkbox"/> University or College <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Other: _____		
For Private Entities, indicate your Public Agency Partner:		
Number of vehicles to be serviced by fueling facility:		
Geographic area served by fueling facility:		
Total Project Cost:		
Energy Commission Funds Requested:		
Comments:		

Project start date (cannot be prior to the Energy Commission Business Meeting approval of project):

Project end date (cannot be later than August 31, 2003): _____

Certain entities are required to register and be in good standing with the California Secretary of State to be eligible to enter into a grant agreement with the Energy Commission. If you are not currently registered with the California Secretary of State, we encourage you to contact the Secretary of State's Office as soon as possible to avoid potential delays in beginning your project (should you be awarded a grant). For more information, contact the Secretary of State's Web Site at www.ss.ca.gov.

Section B: Project Description

ALL APPLICANTS are to complete Section B of the application. In Section B describe your project, and discuss specific project goals and the actions needed to reach these goals. This section must contain the following information:

1. Cover letter:

The first page must be a signed cover letter containing:

- a. The requested funding amount,
- b. A brief description of the project,
- c. A description of the team and leveraged fund commitment with documentation
- d. A description of applicant plans to comply with all federal, state, and local government regulations (i.e., CEQA), and
- e. A description of the project benefits for the applicants and the area. Additionally, please specify the amount of reduced operating and/or fuel cost savings (minimum of 3 years) to the applicant and team members over a designated time frame as a result of the project.
- f. Provide a signed certification.
- g. If a private entity partners with a public agency, written documentation must be provided in the form of a letter of commitment from the public agency or agencies asserting they are being assisted by the private entity in the establishment of the alternative fueling infrastructure project and that the assistance is satisfactory of its needs.

2. Project Teams and Leveraged funds/in-kind Support

For evaluation purposes, project teams leveraged funds/in-kind support must be documented by letters indicating team members' funding commitment and/or in-kind services where applicable. Documentation of fleets planning to use the fueling facility and their estimated throughput should also be included. (Applications without such letters and a detailed description of commitment will receive lower scores). **See Scoring Points and Scoring Criteria, Section C.1 and C.2.**

Partnerships between various fuel-related industries, private fleets, individuals, as well as state, and local governments are necessary for these projects to be successful.

Therefore, the Energy Commission recommends that the applicants submit applications that include a minimum of one fuel provider, one infrastructure equipment manufacturer, and one public fleet.

3. Equipment System Design and Specifications

Equipment specifications should be in accordance with the best and most feasible storage and fuel dispensing technologies available and meet industry compatible equipment specifications and regulations. Proposed equipment must meet all applicable health and safety codes. A complete list of specific equipment shall be provided in the application to substantiate the

amount of funds requested. The applicant shall clearly explain the range of services to be performed including engineering, installation, project management, maintenance, third party ownership and operation, and full turnkey service. If agreements have not been signed between the applicant and the contractors, the applicant must list the candidates to be solicited for each category.

Please assure that the fuel dispensed meets all applicable governing local, state, and federal fuel specifications (or provide suitable explanation).

If the applicant is a government agency, or any other organization, it may seek a Request for Qualification (RFQ) (including equipment specification and price.) Results from this RFQ should then be listed in the Alternative Fuels Infrastructure Program Application. The RFQ should seek qualifications, including resumes, from interested parties. If the applicants are required to follow the “low bid process”, show how technical capabilities will be gauged, and whether past customers are being contacted. The RFQ should request equipment specification and price.

4. Facility Construction and Operation

This element consists of facility construction, equipment installation, project management, and maintenance. The applicant is required to indicate the responsible entity for each of the following categories:

- a. Engineer/Designer: provides specification and design of fueling facilities, including utility service, subsurface structures, facility enclosures, compression equipment, fuel storage, fuel dispensing equipment, fuel access/billing capability, etc.
- b. Project Manager: oversees engineering, planning, budgeting, permitting (construction and operational permits, CEQA documentation, etc.), and construction. Coordinates with local planning, permitting, and inspection agencies
- c. Facility General Contractor: responsible for all aspects of facility construction.
- d. Equipment Installer: responsible for equipment installation.
- e. Operator: responsible for daily operation of the fueling site.
- f. Maintenance Contractor: responsible for fueling system and equipment maintenance.

5. New Facility Start up

For All Projects: Start up service shall be provided by factory authorized service technician for all major components. Proof of factory certification shall accompany quotation. After installation, service technician shall inspect all equipment, inspect site installation, place unit on line, prove operation and function of all controls. Onsite personnel shall receive one day

training in the proper operation and maintenance of equipment. Preventive maintenance procedures shall be established and a site-specific log shall be provided and reviewed.

6. Application Requirements

- a. Provide a detailed work statement describing how the tasks will be performed. (See Format Sample Exhibit A).
- b. Provide a detailed budget of proposed expenditures including the itemize cost per item for all the equipment that is to be funded by the Energy Commission. (See Format Sample Exhibit B).
- c. Provide a precise explanation of each component/task of the project including leveraged funds/in-kind support by each team member, and where the Energy Commission funds will be used. Also describe how the potential grant award will result in reduced operating and/or fuel cost. *Note: The Energy Commission will only fund equipment components.*
- d. Describe and document how the applicant verifies the financial stability of all subcontractors selected or to be selected for the project.
- e. Provide a listing of every station installed over the past five years by the applicant's packager/installer or vendor. If the applicant has not yet selected the packager/installer or vendor for this project, please provide the solicitation information.

Section C: Evaluation and Scoring Criteria

Applicants must describe how the projects will fully address the issues identified in the scoring criteria. The application cannot be changed after the application due date. Applications will be scored on the substance of the response as it relates to each criterion. **Provide only documented and verified information.** The evaluation committee may make inquiries to clarify the information in the application after the submittal.

Applicants are encouraged to respond in a clear and concise manner, including sufficient narrative detail to demonstrate that they have the knowledge, skills, and ability to develop and operate a fueling facility for alternative fueled vehicles.

For each of the scoring criteria, the evaluation committee will award points based upon the applicant's response to the criteria. These points will be multiplied by the weight factor in the scoring criteria.

For example, if an evaluation committee member assigns the maximum 10 points for the site location, these points would be multiplied by the 2.6 weight factor. Therefore, the proposal would receive **26.0** points for this criterion.

1. Scoring Points

The evaluation committee will award points based on the following considerations. The point calculations reflect the averages of the combined scores of all evaluation committee members.

a. Fail (0 points)

Is not in accordance with the application requirements.

b. Did not meet minimum requirements (1-4 points)

One to four (1-4) points are awarded to responses considered minimally acceptable. For example:

- The application states a requirement, but offers no explanation of how or what will be accomplished.
- Information is missing on critical elements of the project.

c. Meets some or all of the minimum requirements (5-7 points)

Five to seven (5-7) points are awarded if the application satisfies the requirements and describes generally how and/or what will be accomplished.

d. Exceeds minimum requirements (8-9 points)

Eight to nine (8-9) points are awarded if the application satisfies the requirement and describes specifically how and/or what will be accomplished in an exemplary manner, using sample products and illustrations (i.e., diagrams, charts, graphs, etc.)

e. Exceptional (10 points)

Ten (10) points are awarded if the application exceeds the requirements and describes specifically how and/or what will be accomplished in a superior manner, both

quantitatively and qualitatively, using sample products and illustrations (i.e., diagrams, charts, graphs, etc.).

2. Scoring Criteria

Applications will be evaluated and scored based on content and should include the following:

a. Site Location (Weighted 2.6)

26 points (13.0 percent of the total possible points)

This criterion is to determine how the location was chosen and what other locations were considered. Fueling sites should be placed strategically to support dedicated and dual/flexible-fueled vehicles, thereby increasing alternative fuel use.

Because access and fueling facility operation will impact the consumer's ability and desire to use the fueling system, the equipment must be easily accessible, user friendly, and well maintained. Other factors which should be considered include refueling site accessibility, supply line size/pressure, site storage, and street and freeway accessibility. Provide site plans indicating street entrances, buildings, equipment locations and dimensions.

If Energy Commission staff finds it necessary to visit the proposed sites to determine the suitability of the location for this demonstration program, appropriate project team members will be required to participate in this site visit prior to completing project evaluation and scoring.

b. Vehicle Requirements (Weighted 4.0)

40 points (20.0 percent of the total possible points)

This criterion is to document the existing and projected number of vehicles and fleets which will use this facility, and the estimated fuel use of those vehicles. List vehicle location and the distance to the fueling site and any limitation this may pose. Describe the process that the project team members plan to encourage AFV operators to use this fueling site, such as marketing plans, including advertising and promotion. Include letters from private or public fleets that intend to use the proposed fueling facilities.

Explain the amount of the throughput that is necessary to make the proposed fueling facility economically viable and expected fuel pricing that is competitive with the price of other fuels.

Out of the total of 40 points for the vehicle requirements, the following points will be assigned as follows:

- (1) Existing AFV will receive a maximum of **15 points**.
- (2) Committed purchases of AFV will receive a maximum of **15 points**.
- (3) And potential AFV will receive a maximum of **10 points**.

c. Project Teams and In-kind Support (Weighted 4.0)
40 points (20.0 percent of the total possible points)

This criterion is to assess the project team's professional strength and capability, as well as each project team member's level of commitment.

Describe in detail the project team and the functions that each team member will perform. Include letters of commitment for all project team members and partners. Also include members' resumes and a listing of names, telephone numbers, addresses, and responsibilities. Clearly identify the overall project manager.

List each team member's cost share or in-kind services for staffing, equipment, property and other applicable areas. Detail the usefulness these in-kind services provide and how they are necessary to the successful completion of the facility and its long-term viability. In-kind services shall not exceed 10 percent.

These project costs must be in the area of alternative fuel distribution, storage and dispensing, property, and fuel systems management. The cost of vehicles does not count toward leveraged funds for the infrastructure project.

d. Equipment System Design and Specification (Weighted 2.4)
24 points (12.0 percent of the total possible points)

The Energy Commission is seeking projects that incorporate technologies with a high potential for commercialization and future use. In addition, the Energy Commission is looking for projects with a long life expectancy that will not become obsolete at the conclusion of the project grant agreement.

Describe how the project will meet all relevant safety and performance requirements. Document proposed equipment, brand names, models and respective prices and specify if the equipment is listed or certified with Underwriters Laboratories or other appropriate organizations. Identify specific equipment components to be funded by the Energy Commission.

The applicant should describe the following aspects of the fueling system:

- (1) System specifications: Include the individual equipment component specifications (including size, cost, horsepower, output, electricity/fuel requirements, cost of operation, etc.), performance, fuel specification and fuel quality standards. **(8 points)**

- (2) Fueling capabilities: What is the rated fuel dispensing capability? For CNG indicate fast-fill and/or time fill, and fuel pressures. For all alternative fuels indicate volume dispensing capability, time of dispensing, and fueling capacity (number of vehicles in sequence or concurrent), and compatibility with specific vehicles.

(10 points)

- (3) Warranties: List available equipment warranties and service recommendations.

(6 points)

e. Permitting/Construction Schedule and Operation (Weighted 2.0)

20 Points (10.0 percent of the total possible points)

- (1) Permitting/Construction Schedule: Describe the permitting process and develop a plan and schedule for completing permit applications, including the project compliance with the California Environmental Quality Act (CEQA) and a construction schedule.

(6 points)

- (2) Operation: Describe how the site will accommodate all fueling transactions (cash and credit billing) during expected hours of operation or twenty-four hour public accessibility (if available).

(7 points)

- (3) Maintenance: Maintenance of the facility is a key factor in having a successful system. Describe the plan (including scheduled maintenance intervals and emergency maintenance response) for maintaining the equipment. Provide information on each major component and manufacturers' warranty information. Identify who is responsible for maintenance and for the reporting of fueling problems.

(7 points)

f. Grant Funding Benefit(s): (Weighted 1.4)

14 points (7.0 percent of the total possible points).

This funding has been allocated to assist public agencies in establishing alternative fuel infrastructure. Please provide a detailed explanation and quantification on how the Energy Commission's grant award will assist public agencies by reducing their fuel cost over a three-year term.

g. Data Collection: (Weighted 0.6)

6 points (3.0 percent of the total possible points)

With this criterion, the Energy Commission plans to collect data in an electronic format (using Microsoft Office Software) that will assist others using a similar technology. List how the project team will collect data from this fueling facility and how it will contribute to meeting operational goals. The data on fuel quantities dispensed, numbers of

transactions and system operation issues will be submitted quarterly to the Energy Commission grant manager. Once the construction and/or installation of equipment is completed, the Energy Commission will require the following information in the final report:

1. Operation/maintenance records
2. Fueling time per vehicle
3. Fuel quantities dispensed
4. Number of transactions
5. Other relevant system operational issues

To avoid confidentiality issues associated with this data, the Energy Commission requires that the data be provided in a manner that can be made public.

**h. Public Agency Assistance: (Weighted 3.0)
30 points (15.0 percent of the total possible points).**

Points will be awarded based upon meeting the public agency's needs as explicitly requested. These needs include whether the alternative fuel infrastructure project provides convenient fueling, current and future volume demand, competitive fuel pricing and other stated public agency needs.

SAMPLE

Exhibit A Work Statement

<u>Background</u>	<u>Product(s)</u>	<u>Due date</u>
<u>Task 1: Prepare specifications</u>	Copy of Specifications	
<u>Task 2: Release invitation for bids</u>	Final Bid Package	
<u>Task 3: Receive vendor proposals</u>	Vendor Proposal	
<u>Task 4: Select vendor</u>	Vendor Selected	
<u>Task 5: Execute contracts</u>	Contract Executed	
<u>Task 6: Begin installation</u>	Start Installation	
<u>Task 7: Complete installation of project</u>	Installation Completed	
<u>Task 8: Prepare and submit electronic data reports</u>	Electronic Data Reports	
<u>Task 9: Prepare and submit final administrative report</u>	Final administrative report	60 days prior to the end of the grant term

GRANTS BUDGET INSTRUCTIONS

Provide a detailed budget of proposed expenditures. Funds must be used for projects described in the work statement. Please include all categories listed below, and only these categories in the following order. If your project has no budget in the category, list and put "\$0" in the budget column.

PERSONNEL:

List job classification, hourly salary, number of hours to work on this project, and total cost. If employees are paid on a monthly versus hourly basis, provide monthly salary, percentage of time to be worked on this project, number of months to work on this project, and total cost.

FRINGE BENEFITS:

Specify percentage of Salaries and Wages and total cost.

TRAVEL:

List each trip (or category of trip), purpose of trip, itemization of costs, and cost per trip. Any trips that are not included in the grant budget will require prior written authorization from the Energy Commission Project Manager. (See the grant award Terms and Conditions for allowable travel rates.)

EQUIPMENT:

Itemize with costs per item. This includes all equipment that will be directly purchased by the Recipient. "Equipment" means tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit.

SUPPLIES:

Itemize with costs per item. This includes all supplies that will be directly purchased by the Recipient. Similar items can be consolidated into subcategories.

CONTRACTUAL:

Specify the amount and purpose of each contract. (This would include contracts for the purchase and installation of equipment, etc.)

OTHER:

List any other items that do not fall in any of the above categories.

INDIRECT:

Indicate if indirect will be charged as a percentage of Personnel and Fringe Benefits or total direct charges. State the basis for the proposed indirect cost rates. Attach documentation of calculations. The Energy Commission Project Manager will review the indirect rate and may make adjustments, if necessary.

SAMPLE

Exhibit B Budget

Line Item	Energy Commission Funding	Cost Share	Total
Personnel			
Steve Williams, Mechanical Engr. (30 hours @ \$50.00/hr)	-0-	1,500	1,500
Bob Smith, Project Manager (50 hours @ \$100/hr)	-0-	5,000	5,000
Total Salary and Wages	-0-	<u>6,500</u>	<u>6,500</u>
Travel			
10 trips to project site to monitor installation @ \$0.31 per mile @ approximately 20 miles per trip	-0-	62	62
Contractual			
Site Preparation	-0-	20,000	20,000
Equipment Installation	-0-	<u>33,245</u>	<u>33,245</u>
Total Contractual		53,245	53,245
Permitting & Engineering	-0-	15,000	15,000
Land Purchase	-0-	50,000	50,000
Contractors Extras	-0-	5,000	5,000
Equipment			
- Dual Hose Dispenser	41,440	-0-	41,440
- Single Hose Dispenser	25,445	-0-	25,445
- Staubli NGV 3 Nozzles 3000/3600 PSIG	3,183	-0-	3,183
- Set of Second Storage System	29,932	29,932	59,864
- Inlet Gas Dryer	<u>25,000</u>	<u>42,500</u>	<u>67,500</u>
Total Equipment	125,000	72,432	197,432
TOTAL	\$125,000	\$202,239	\$327,239

Note: **ALL** the Energy Commission funds are to be used for equipment components only. Please specify budget amounts in whole dollars. When invoicing for reimbursement, the recipient will provide the Energy Commission all purchase orders and paid invoices for the equipment installed at the site.

Exhibit C

EVALUATION CRITERIA WORKSHEET

<u>CRITERIA</u>	<u>Weight Factors</u>	<u>X</u>	<u>Points 0-10</u>	<u>=</u>	<u>Weighted Scores</u>
a. Site Location	2.6				
b. Vehicle Requirements	4.0				
(1) Existing AFVs	1.5				
(2) Committed purchases	1.5				
(3) Potential AFVs	1.0				
c. Project Team and In-kind Support	4.0				
d. Equipment Specification	2.4				
(1) System specification	.8				
(2) Fueling capabilities	1.0				
(3) Warranties	.6				
e. Permitting/Construction Schedule and Operation	2.0				
(1) Permitting/construction schedule	.6				
(2) Operation	.7				
(3) Maintenance	.7				
f. Grant Funding Benefit(s)	1.4				
g. Data Collection	.6				
h. Public Agency Assistance	3.0				
Total	20.0				

Minimum Points Required to Pass
Maximum Possible Points:

140
200

Exhibit D

CERTIFICATION (For all applicants)

I certify to the best of my knowledge that the information contained in this application and supplemental information is correct and complete.

I authorize the California Energy Commission to make any necessary inquiries to verify the information I have presented.

Applicant Name (Please Print)

Signature of Authorized Representative

Date

Note: For a Public Entity, the Authorized Representative should be the person designated in the Governing Body's Resolution. For a Private Entity, the Authorized Representative should be the President, Owner, General Partner or authorized designee (by original signed letter).

Exhibit E

SAMPLE RESOLUTION (For Public Entities Only)

WHEREAS, Chapter 52, Statutes of 2000 (Budget Act of 2000), included appropriations from the Petroleum Violation Escrow Account to the California Energy Commission to assist public agencies to establish an infrastructure for dispensing low-polluting motor vehicle fuels; and

WHEREAS, the California Energy Commission to achieve its transportation energy program objectives provides funds to cost-share the establishment of Alternative Fuels Infrastructure; and

WHEREAS, (*Recipient*) is desirous to implement a project with Energy Commission Alternative Fuels Infrastructure Program funds for (*Description of Project*);

NOW, THEREFORE, BE IT RESOLVED, that (*Title of Individual*) is hereby authorized and empowered to apply for funds and, if recommended for funding, execute in the name of (*Recipient*) an agreement with the California Energy Commission and all other necessary documents to implement and carry out the purposes of this resolution.

Passed, approved, and adopted this _____ day of _____, 20 _____.

Signatures of Governing Body Members:

Exhibit F

**SAMPLE RESOLUTION
(For Private Entities Only)**

Resolution by a Public Agency Approving a Project Initiated by a Private Entity

WHEREAS, Chapter 52, Statutes of 2000 (Budget Act of 2000), included appropriations from the Petroleum Violation Escrow Account to the California Energy Commission to assist public agencies to establish an infrastructure for dispensing low-polluting motor vehicle fuels; and,

WHEREAS, the California Energy Commission to achieve its transportation energy program objectives provides funds to cost-share the establishment of Alternative Fuels Infrastructure; and,

WHEREAS, (name private party developing project) has proposed a project to assist (name of public agency) to establish an alternative fuel dispensing facility; and,

WHEREAS, (name of public agency) will own, operate, or be a primary user of the alternative fuel dispensing facility; and,

WHEREAS, the (name governing body of the public agency) has authority to approve alternative fuel dispensing projects in its jurisdiction; and,

WHEREAS, (name private party developing project) has requested approval to partner with (name of public agency) for (name project) from (name governing body of public agency); and,

Now, therefore, be it resolved that the (name governing body of the public agency) hereby approves (name project).

The foregoing resolution was passed by the (name governing body of the public agency) this ____ day of _____, 19__.

Effective: _____, 19__.

ATTEST:

Signed: _____ Date: _____

Title: _____